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## NAVAJO COUNTY BOARD OF SUPERVISORS

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EDWARD J. KOURY  
County Manager

SHARON R. KEENE-WRIGHT  
Clerk of the Board

### RESOLUTION NO 24-93

#### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NAVAJO ADOPTING A CITIZEN PARTICIPATION PLAN TO ENCOURAGE PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROCESS

WHEREAS, every CDBG applicant must submit a completed Citizen Participation Plan along with any CDBG application; and

WHEREAS, the County of Navajo will be submitting application to the Arizona Department of Commerce for Fiscal Year 1993/94 CDBG funds.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Navajo, do hereby adopt the Citizen participation plan as described below.

#### CITIZEN PARTICIPATION PLAN FISCAL YEAR 1993 AND 1994

Component #1. (A) Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which Section 106 (CDBG) funds are proposed to be used.

The applicant SHALL UNDERTAKE and describe any special actions taken to encourage participation by LM persons and those in slum or blighted area and in areas in which CDBG funds are proposed to be used. Such actions might include: distribution of flyers in stores, churches, schools, post offices, social service agency offices, etc. in those same areas; Public Service Announcements regarding the hearing and the meetings at which actions regarding the application will be taken.

a. Actions Taken: Mail PSA's to: Holbrook Tribune,, White Mountain Independent, Gallup Independent, Navajo Times (Window Rock) Radio Station KDJJ (Holbrook), KVSL (Show Low/Pinetop) KVWM (Show Low/Pinetop), KINO (Winslow), KNNE (Whiteriver), and KTNN (Window Rock).

b. Date: February 24, 1993

c. Persons Involved (by title);

Clinton Shreeve, Director of Finance  
Jennifer Manera, Secretary

Component #2. (B) Provides citizens with reasonable and timely access to local meetings, information and records relating to the grantee's proposed use of funds, as required by regulations of the Secretary, and relating to the actual use of funds under this title;

The required public participation actions, as described in the Application Handbook will allow the community to comply with this component.

Component #3 (C). Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals, with the level and type of assistance to be determined by the grantee.

The publishing of the attached required public notice (PN #1) will allow the county to comply with this component.

- a. Please describe the type of technical assistance to be provided, and whether written or verbal, to include: information about what is a fundable activity, cost estimates for a potential project, maps or drawings. (an attachment may be used if appropriate) At least the above will be provided.

Other: If the applicant undertook any other actions to comply with this component, please describe these below:

Twenty one questions on CDBG will be handed out and Request for Funding forms will be made available.

Component #4. (D). Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities and the review of program performance. These hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodations for the handicapped;

See the sample public notice (PN #1) will be considered compliant with this component.

**OTHER:** If the applicant undertook any other actions to comply with this component, please describe these actions in the space provided below.

Component #5. (E) Provides for a timely written answer to written complaints and grievances, within 15 working days where practicable.

Please describe the applicant's plan to respond to written complaints by identifying:

- a. The person (by title) responsible for receiving complaints

Jennifer Manera, Secretary

- b. The person (by title) responsible for reviewing complaints and drafting responses

Clinton Shreeve, Director of Finance

c. The person (by title) with final authority to issue a response

Edward J. Koury, County Manager

d. The anticipated length of time allowed for the response 15 days

e. The time allowed for an appeal to the response 15 days

f. The person(s) (by title) to whom the complainant may appeal and who has the final authority to resolve the complaint. This person(s) may not be anyone involved in the review or approval of the initial response

Board of Supervisors of Navajo County

g. The timeline for issuance of the final decision/determination 15 days

Component #6. (F) Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

FY 1993 Citizen Participation Plan, (page 3 of 3)

**NOTE:** If 25% or more of the population is identified as being non- or limited- English speaking, as documented by the Census or other sources of information, the community must: describe and implement special actions to ensure that the needs of these non-English speaking persons, who are statistically more likely to be LM, are addressed (e.g., publishing notices in another appropriate language, having interpreters present at meetings, using PSAs in an appropriate language).

a. Number of non-English speaking residents that applicant anticipates will attend the hearing(s):

Two who do not speak English well or at all of 20 expected persons.

b. Basis for above (e.g., reference to Census data, number of students enrolled in English-As-A-Second Language classes in local schools):

1980 Census, Category "Ability to Speak English" shows 5,753 persons of 67,629 or 8.25% of population do not speak English well

c. Action(s) to be undertaken to meet the needs of such persons (e.g., have an interpreter present, have materials in a non-English language):

An interpreter will be made available.

CERTIFICATIONS:

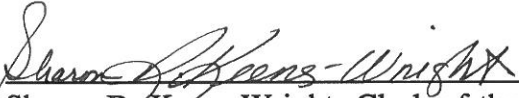
I hereby certify that the: a) Navajo County will adhere to the state of Arizona's Citizen Participation Plan, as described above; b) all of the information provided in this plan is accurate to the best of my knowledge; c) documentation to verify compliance with this plan will be retained for a minimum of five years from the date of this Certification, with such items to include, at a minimum: copies of minutes of public hearings and meeting; lists of attendees; requests for technical assistance; responses to such requests; proposals developed for low-moderate income groups or persons; other proposals for projects received; the applicants proposals; complaints; responses to such; and final dispositions; and d) all documentation will be made available to the Arizona Department of Commerce, Community Development Block Grant Program or its designated representatives.

PASSED and adopted by the Board of Supervisors of the County of Navajo this 22nd day of February, 1993.



MARLIN F. GILLESPIE, Vice Chairman  
Navajo County Board of Supervisors

ATTEST:



Sharon R. Keene-Wright, Clerk of the Board of Supervisors